



City of Kingman, Arizona

Classification: Equipment Operator A - Streets
Department: Public Works
Accountable To: Crew Leader or Streets Superintendent,
Created/Revised Date: August 2015
FLSA Status: Non-Exempt **Salary Grade:** 209 **Band:** B **EEO4:** 7

GENERAL DESCRIPTION OF POSITION

Performs a variety of skilled tasks in the operation of medium - heavy duty equipment maintaining city streets and right-of-ways, drainage easements or other Public Works maintenance activities as assigned. Performs operations according to required standards; and performs semi-skilled and skilled maintenance tasks. Work requires considerable skill in manipulating medium to heavy motor equipment and constant attention to safety of operation in order to prevent accidents. Assignments are outlined in detail by supervisors. Standard procedures are followed and work is inspected periodically for safety and economy in operation.

SUPERVISION RECEIVED

Works under the ~~close~~ supervision of the Street Superintendent, Crewleader or designated person

SUPERVISION EXERCISED

May provide instructions and advice to other employees on an assignment basis. May supervise temporary employees, community service workers, and DOC Inmate workers as directed, or as assigned by Superintendent. May supervise or lead street department personnel during maintenance activities as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Performs a wide variety of street construction and maintenance procedures through operating one or more of the following pieces of equipment skillfully, safely and in accordance with traffic laws and regulations to: including back-hoes, dump trucks, belly dump trucks, water trucks, asphalt patching trucks, chip sealing machines, milling machines, graders, chip spreaders, loaders, oil boot trucks, street sweepers/brooms, jetter/inductor trucks, street rollers, man-lifts, tampers, plate compactors, snow plows and other related construction and maintenance equipment.
- Operates trucks or equipment of various sizes and weights in the loading, hauling and unloading of various equipment, materials, and supplies. May drive trucks or various other equipment when traveling to and from job sites.
- Operates fork lifts, jackhammers, mowers, weed eaters, chainsaws, and other small equipment and power/hand tools to maintain street and utility systems, as needed.
- Installs or assists in the installation and maintenance of traffic control devices.
- Works as a laborer and works with other personnel in shoveling, raking, patching pot holes, cleaning weeds and general labor work.
- Installs, maintains and removes temporary traffic control devices for related to maintenance activities, special events, and accidents. Controls traffic at work sites by flagging to guide traffic through work areas, as required or assigned.
- Assists with clean-up operations at accidents, spills and other emergency situations.
- Assists in signs and markings operations; assists with other divisions and departments in street related activities; provides traffic control assistance and labor to the traffic signal section; assists with Blue Staking; cleans drainage ditches, storm drain pipe and catch basins.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs

to supervisor; cleans equipment.

- Assists others in backing their equipment and safe operation during work activities.
- Performs pre and post trip equipment according to CDL requirements.
- Performs all duties in conformance to appropriate safety and security standards.
- Supervises and leads DOC Inmate Labor as trained and assigned.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Provides excellent customer service to all contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, nights, holidays or weekends as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

PERIPHERAL DUTIES:

- Performs related duties as required.
- Performs special assignments as requested.
- May serve on a variety of employee committees.

DESIRED MINIMUM QUALIFICATIONS:

Education and experience:

- Graduation from high school diploma or GED equivalent;
- Four (4) years experience involving the use of heavy equipment, two (2) of which must have been related to utility or street systems.
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

Knowledge: Considerable knowledge of medium to heavy-equipment operating principles and traffic laws, ordinances and rules involved in equipment operation; Functions, operating methods, and care required of a wide variety of heavy and complex construction equipment used on various jobs such as excavating, working to grade, rolling and related work; Street paving processes and street surfacing materials such as asphalt and aggregates; City street layouts and right-of-ways; Work zone traffic control signing and flagging in accordance with MUTCD standards; Working knowledge of the hazards and safety precautions common to construction and maintenance operations; Working knowledge of the methods, materials and tools used in street and utility maintenance work and Blue Stake laws and markings.

Skills: Skill in the operation of various types of medium-heavy trucks and equipment; reading grade stakes and cutting subgrades for constructions projects; Understanding the uses of asphalt and aggregate materials; Care and operation of assigned equipment in a safe and effective manner; Identifying maintenance needs and mechanical problems and correcting or referring for repair; Troubleshooting problems; Maintaining and handling applicable equipment; Utilizing mechanical apparatus; Preparing and maintaining records; Working in a team environment; Providing customer service; and Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Abilities: Ability to understand and follow oral or written instructions; Communicate effectively verbally and in writing; Observe and adhere to proper safety precautions; Establish effective, cooperative working relationships with other employees, supervisors and the public; Perform heavy manual tasks under varying weather conditions; Drive and operate a variety of equipment under varying conditions; Work from construction specifications, details, plans or blueprints; Use survey equipment such as transits and laser levels to take precise measurements; Ability to calculate elevations, grades, and material quantities; Classify soils and perform as a Department of Labor and Industries competent person on excavation sites; Maintain production schedules and carry out assigned projects to their completion; Meet physical requirements to include performing hard physical work, in adverse weather and environmental conditions; Participate in teamwork productively; Sit, walk and stand for long periods of time; and Effectively supervise and lead DOC Inmate Labor Resources.

SPECIAL REQUIREMENTS

- Valid Arizona Commercial Driver's License Class A or ability to obtain one within 6 months of hire.
- Based on assignment, may be required to participate and obtain NIMS (National Incident Management System) training certifications.

WORK ENVIRONMENT

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____